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Arrangements for the high-level meetings and the general debate of the seventy-third session of the General Assembly

United Nations Headquarters, 24 September to 1 October 2018

Information note for delegations

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I. Introduction

1. The general debate of the seventy-third session will be held from Tuesday, 25 September, to Monday, 1 October 2018, pursuant to resolution 57/301.

2. The high-level meeting to be known as the Nelson Mandela Peace Summit will be held on Monday, 24 September 2018, in accordance with resolution 72/243.

3. The high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Wednesday, 26 September 2018, in accordance with resolution 72/251.

4. The high-level meeting on the fight against tuberculosis convened by the President of the General Assembly will be held on Wednesday, 26 September 2018, in accordance with resolution 72/268.

5. The high-level meeting convened by the President of the General Assembly to undertake a comprehensive review of the prevention and control of non-communicable diseases will be held on Thursday, 27 September 2018, in accordance with resolution 72/274.

II. Arrivals

6. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters complex;

(b) Heads of State or Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so — time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit. The permits will be available through the Garage Administration, room U-210 (telephone: 212 963 6212).

III. Schedules, list of speakers, statements and other relevant information

High-level meeting: Nelson Mandela Peace Summit

7. The high-level meeting of the General Assembly to be known as the Nelson Mandela Peace Summit will be held on Monday, 24 September 2018, according to the following schedule:

Monday, 24 September 9.30–10.30 a.m.	Opening plenary meeting (General Assembly Hall)
10.30 a.m.–6 p.m.	Plenary meetings (General Assembly Hall)

8. The modalities of the high-level meeting are set out in resolution 72/243. The President of the General Assembly, in consultation with Member States, will finalize the organizational arrangements for the high-level meeting.

9. The high-level meeting will focus on global peace, in honour of the centenary of the birth of Nelson Mandela, and will be held in the General Assembly Hall.

10. The opening plenary meeting will feature statements by the President of the General Assembly, the Secretary-General and the Chairperson of the African Union Commission, as well as an eminent person and a representative of civil society, both to be selected by the President of the Assembly. A short and concise political declaration will be produced for adoption at the opening plenary meeting.

11. The plenary meetings will feature statements by Member States and observers of the General Assembly, and the list of speakers will be established in accordance with the rules of procedure and established practice of the Assembly. All Member and observer States are invited to participate in the high-level meeting at the highest possible level, preferably at the level of Heads of State or Government. The time limits for statements will be three minutes for individual delegations and five minutes for statements made on behalf of a group of States.

Participation of other stakeholders

12. Intergovernmental organizations and related entities that have observer status with the General Assembly are also invited to be represented at the highest possible level. Non-governmental organizations that are in consultative status with the Economic and Social Council with relevant expertise are invited to register with the Secretariat to attend the high-level meeting.

13. The President of the General Assembly will draw up a list of other relevant representatives of relevant non-governmental organizations, civil society organizations, academic institutions, the private sector, diaspora communities and migrant organizations that may attend and participate in the preparatory process, taking into account the principles of transparency and equitable geographical representation and with due regard to the meaningful participation of women. The list will be submitted to Member States for their consideration on a non-objection basis.[1]

General debate

14. As indicated in section I above, the general debate of the seventy-third session of the General Assembly will be held from Tuesday, 25 September, to Monday, 1 October 2018. The meetings of the general debate will be held from 9 a.m. to 2.45 p.m. and from 3 to 9 p.m. in the General Assembly Hall.

15. The provisional list of speakers is to be issued in July 2018. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch (email galindo@un.org, with copy to gaspeakerslist@un.org).

16. The theme "Making the United Nations relevant to all people: global leadership and shared responsibilities for peaceful, equitable and sustainable societies" has been

[1] The list of proposed, as well as final names, will be brought to the attention of the General Assembly. Where a name is objected to, the objecting Member State will, on a voluntary basis, make known to the Office of the President of the General Assembly the general basis of its objections and the Office will share any information received with any Member State upon its request.

proposed for the general debate at the seventy-third session, pursuant to resolution 58/126, annex.

17. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the seventy-third session.

High-level meeting on the fight against tuberculosis convened by the President of the General Assembly

18. The high-level meeting on the fight against tuberculosis convened by the President of the General Assembly will be held on Wednesday, 26 September 2018, according to the following schedule:

10.30–11.30 a.m.	Opening segment (Trusteeship Council Chamber)
11.30 a.m.–1 p.m. 3–5.30 p.m.	Plenary segment (Trusteeship Council Chamber)
11.30 a.m.–1 p.m.	Multi-stakeholder panel 1 (Conference room 4)
3–4.30 p.m.	Multi-stakeholder panel 2 (Conference room 4)
5.30–6 p.m.	Closing segment (Trusteeship Council Chamber)

19. The modalities for the high-level meeting are set out in resolution 72/268.

20. The theme of the high-level meeting will be "United to end tuberculosis: an urgent global response to a global epidemic".

21. The opening segment will feature statements by the President of the General Assembly, the Secretary-General, the Director-General of the World Health Organization, the Chair of the Stop TB Partnership and the Chair of the World Health Organization First Global Ministerial Conference on Ending Tuberculosis in the Sustainable Development Era: A Multisectoral Response, as well as an eminent high-level champion of the fight against tuberculosis and a person affected by tuberculosis, both to be selected by the President of the General Assembly, in consultation with Member States and giving due consideration to gender equity.

22. The plenary segment will comprise statements by Member States and observers of the General Assembly. A list of speakers will be established in accordance with the established practices of the Assembly, and the time limits for those statements will be three minutes for individual delegations and five minutes for statements made on behalf of a group of States.

23. The closing segment will comprise summaries of the multi-stakeholder panels, concluding remarks by the President of the General Assembly and a statement by a person affected by tuberculosis.

24. The high-level meeting shall approve a concise and action-oriented political declaration, agreed in advance by consensus through intergovernmental negotiations, to be submitted by the President of the General Assembly for adoption by the Assembly.

25. Member States are encouraged to participate in the high-level meeting, including the multi-stakeholder panels, at the highest possible level, preferably at the level of Heads of State or Government, and to consider including in their national delegations representatives such as parliamentarians, mayors and governors of cities

and states with a high burden of tuberculosis, representatives of civil society, including non-governmental organizations, indigenous leadership, community organizations and faith-based organizations, academia, philanthropic foundations, the private sector and networks representing people affected by tuberculosis, with due regard to gender equity.

26. Observers of the General Assembly are also invited to be represented at the highest possible level.

Multi-stakeholder panels

27. The two multi-stakeholder panels will be held in parallel to the plenary segment and will address the following themes:

> Panel 1: Accelerating comprehensive response through access to affordable prevention, diagnosis, treatment and care to end the tuberculosis epidemic, including multi-drug-resistant tuberculosis, taking into consideration co-morbidities and the linkages to relevant health challenges on each country's path towards achieving universal health coverage, taking note of and building on the efforts concerning an accountability framework to drive multisectoral action, as envisaged in the Moscow ministerial declaration.
>
> Panel 2: Scaling up sufficient and sustainable national and international financing and implementation for service delivery, innovation and research and development to identify new diagnostics, drugs, vaccines and other prevention strategies.

28. Each multi-stakeholder panel will be co-chaired by two representatives, one from a high-tuberculosis-burden country and one from a low-tuberculosis-burden country with successful tuberculosis control programmes, to be appointed by the President of the General Assembly from among the Heads of State or Government attending the high-level meeting, in consultation with the regional groups.

29. The President of the General Assembly may invite parliamentarians, local governments, the heads or senior representatives of relevant United Nations entities, civil society, the private sector, academia, medical associations, indigenous leadership and community organizations to serve as speakers on the panels, taking into account gender equity, level of development and geographical representation.

Participation of other stakeholders

30. The United Nations system, including funds, programmes and specialized agencies, including the World Health Organization, regional commissions and relevant envoys of the Secretary-General, as well as the Stop TB Partnership, hosted by the United Nations Office for Project Services, the International Drug Purchase Facility (UNITAID), hosted by the World Health Organization and the Global Fund to Fight AIDS, Tuberculosis and Malaria, are invited to participate in the high-level meeting, as appropriate, and are urged to consider initiatives in support of the preparatory process and the meeting, in particular with regard to sharing good practices, challenges and lessons learned from tuberculosis-related responses.

31. Non-governmental organizations in consultative status with the Economic and Social Council with relevant expertise are invited to register with the Secretariat to attend the meeting.

32. Members of civil society, especially those representing communities and those in vulnerable situations heavily affected by tuberculosis, are invited to make a fundamental contribution to the process in terms of raising awareness of the issues faced by the poorest and most marginalized populations of the world.

33. The President of the General Assembly will draw up a list of other relevant representatives of relevant non-governmental organizations, civil society organizations, academic institutions and the private sector with expertise in tuberculosis who may attend the high-level meeting and participate in the interactive civil society hearing and the multi-stakeholder panels, taking into account the principles of transparency and equitable geographical representation, with due regard to the meaningful participation of women. The list will be submitted to Member States for their consideration on a non-objection basis.[2]

High-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons

34. The high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Wednesday, 26 September 2018, in the Economic and Social Council Chamber.

35. Additional information on the high-level plenary meeting will be communicated by the President of the General Assembly.

High-level meeting convened by the President of the General Assembly to undertake a comprehensive review of the prevention and control of non-communicable diseases

36. The high-level meeting convened by the President of the General Assembly to undertake a comprehensive review of the prevention and control of non-communicable diseases will be held on Thursday, 27 September, according to the following schedule:

10–11 a.m.	Opening segment (Trusteeship Council Chamber)
11 a.m.–1 p.m. 3–5.30 p.m.	Plenary segment (Trusteeship Council Chamber)
11 a.m.–1 p.m.	Multi-stakeholder panel 1 (Conference room 4)
3–5 p.m.	Multi-stakeholder panel 2 (Conference room 4)
5.30–6 p.m.	Closing segment (Trusteeship Council Chamber)

37. The modalities for the high-level meeting are set out in resolution 72/274. The President of the General Assembly at its seventy-second session, in consultation with Member States, will finalize the organizational arrangements for the high-level meeting.

38. The high-level meeting will focus on the theme "Scaling up multi-stakeholder and multisectoral responses for the prevention and control of non-communicable diseases in the context of the 2030 Agenda for Sustainable Development".

[2] The list of proposed as well as final names will be brought to the attention of the General Assembly. Where a name is objected to, the objecting Member State will, on a voluntary basis, make known to the Office of the President of the General Assembly the general basis of its objections and the Office will share any information received with any Member State upon its request.

39. The opening segment will feature statements by the President of the General Assembly, the Secretary-General, the Director General of the World Health Organization, a member of the World Health Organization Independent High-level Commission on Non-communicable Diseases, and an eminent champion of the fight against non-communicable diseases, selected, in consultation with Member States, by the President of the General Assembly, giving due consideration to gender equity.

40. The plenary segment will comprise statements by Member States and observers of the General Assembly. A list of speakers will be established in accordance with the established practices of the Assembly, and the time limits for those statements will be three minutes for individual delegations and five minutes for statements made on behalf of a group of States.

41. The closing segment will comprise summaries of the multi-stakeholder panels and concluding remarks by the President of the General Assembly.

42. The high-level meeting shall approve a concise and action-oriented outcome document that builds on the opportunities and challenges in the implementation of previous commitments, agreed in advance by consensus through intergovernmental negotiations, to be submitted by the President of the General Assembly for adoption by the Assembly.

43. Member States are encouraged to participate in the high-level meeting, including the multi-stakeholder panels, at the highest possible level, and to consider including in their national delegations representatives such as parliamentarians, mayors and governors, representatives of civil society, including non-governmental organizations, indigenous leadership, community organizations and faith-based organizations, academia, philanthropic foundations and the private sector, with due regard to gender equity.

44. Observers of the General Assembly are also invited to be represented at the highest possible level.

Multi-stakeholder panels

45. The two consecutive multi-stakeholder panels will be held in parallel to the plenary segment, and address two themes:

> Panel 1: Strengthening health systems and financing for the prevention and control of non-communicable diseases, on each country's path towards achieving universal health coverage, including through sharing evidence-based best practices, scientific knowledge and lessons learned.
>
> Panel 2: Opportunities and challenges in engaging Governments, civil society and the private sector at the global, regional and national levels to promote multisectoral partnerships for the prevention and control of non-communicable diseases and the promotion of healthy lifestyles.

46. Each multi-stakeholder panel will be co-chaired by two representatives, to be appointed by the President of the General Assembly from among the Heads of State or Government attending the high-level meeting, in consultation with the regional groups.

47. The President of the General Assembly may invite parliamentarians, local governments, the heads or senior representatives of relevant United Nations entities, civil society, the private sector, philanthropic foundations, academia, medical associations, indigenous leadership and community organizations to serve as speakers on the panels, taking into account gender equity, level of development and geographical representation.

Participation of other stakeholders

48. The United Nations system, including funds, programmes and specialized agencies, including the World Health Organization, regional commissions and relevant envoys of the Secretary-General, as well as the United Nations Inter-Agency Task Force on the Prevention and Control on Non-Communicable Diseases, are invited to participate in the high-level meeting, as appropriate, and are invited to consider initiatives in support of the preparatory process and the meeting, in particular with regard to sharing evidence and good practices, challenges and lessons learned from responses related to non-communicable diseases. The Inter-Parliamentary Union is invited to contribute to the high-level meeting.

49. Non-governmental organizations in consultative status with the Economic and Social Council with relevant expertise are also invited to register with the Secretariat to attend the meeting.

50. The President of the General Assembly will draw up a list of other relevant representatives of relevant non-governmental organizations, civil society organizations, academic institutions and the private sector who may attend the high-level meeting and participate in the interactive hearing and the multi-stakeholder panels, taking into account the principles of transparency and equitable geographical representation, with due regard to the meaningful participation of women. The list would be submitted to Member States for their consideration on a non-objection basis.[3]

IV. Events convened by the Secretary-General

High-level meeting on financing the 2030 Agenda for Sustainable Development

51. The Secretary-General will convene a high-level meeting on financing the 2030 Agenda for Sustainable Development on Monday, 24 September 2018, from 3 to 6 p.m. in the Economic and Social Council Chamber.

52. The event will encourage high-level political impetus for financing the Sustainable Development Goals and inspire action by all development partners.

53. The Secretary-General will open the event and deliver a keynote address, followed by remarks by the Managing Director of the International Monetary Fund, an opening panel comprising Heads of State or Government, and two subsequent panels featuring high-level representatives, leading investors, financial technology innovators and philanthropists, and other invited speakers.

54. The objectives of the event are: (a) to launch the Secretary-General's strategy for financing the 2030 Agenda; (b) to take stock of efforts by different stakeholders to operationalize the Addis Ababa Action Agenda; and (c) to build momentum around key actions and initiatives by national Governments, businesses and the international community that have high potential to accelerate the implementation of the Addis Ababa Action Agenda and the 2030 Agenda.

55. Access to the Economic and Social Council Chamber for the high-level event will be the same as that for the general debate.

[3] The list of proposed as well as final names will be brought to the attention of the General Assembly. Where a name is objected to, the objecting Member State will, on a voluntary basis, make known to the Office of the President of the General Assembly the general basis of its objections and the Office will share any information received with any Member State upon its request.

56. Additional information on the high-level meeting will be communicated by the Secretariat.

High-level meeting on action for peacekeeping

57. The Secretary-General is convening a high-level meeting on action for peacekeeping on Tuesday, 25 September 2018, from 3 to 7 p.m. in the Trusteeship Council Chamber.

58. The objective of the Action for Peacekeeping initiative is to establish a shared understanding of the achievements and challenges of peacekeeping, and to renew individual and collective commitments to strengthening operations. The event will serve as an opportunity to bring the international community together in pursuit of those goals.

59. The Secretary-General will open the event and deliver a keynote address, to be followed by remarks by a number of invited speakers representing key peacekeeping stakeholders.

60. Additional information on the high-level meeting will be communicated by the Secretariat.

V. Documentation and interpretation

61. At the seventy-third session of the General Assembly, hard copies of documents will be available at the documents distribution counters located inside the General Assembly Hall. For meetings being held in conference rooms, hard copies of documents will be available at the meetings services desk. The Department for General Assembly and Conference Management will also provide documents-on-demand services (printing of documents, assistance with access to online services, etc.) through the Documents Assistance Centre (Conference Building, North Lounge, room CB-0264) and at the Documents Counter (Secretariat Building, room S-1B-032).

62. In addition, daily distribution of predetermined quantities of the *Journal of the United Nations* and specified documents issued at Headquarters will be available for collection at the distribution pick-up area, located in room L-1B-100 of the Library Building. Any changes to quantities of documents for distribution to delegations should be submitted at least two working days prior to the effective date and addressed in writing to the Chief of the Meetings Support Section (email: chiefmss-dgacm@un.org).

63. The *Journal of the United Nations*, featuring information on the current day's meetings and on forthcoming meetings, as well as summaries of official meetings held the previous day, is now available in a multilingual digital format, compatible with mobile devices such as smart phones and tablets, at https://journal.un.org. In accordance with General Assembly resolution 71/323, all content related to official meetings is published in the six official languages throughout the year, in accordance with rule 55 of the rules of procedure of the Assembly. In addition to the programme of meetings being held at Headquarters, the digital version also provides a wide array of useful information, including on the list of Chairs of regional groups for each month; signatures and ratifications of multilateral treaties deposited with the Secretary-General; the daily list of documents issued at Headquarters; and side events organized by permanent and observer missions. Inquiries regarding the *Journal* should be addressed to the Journal Unit (Secretariat Building, 12th floor, email: journal@un.org, tel.: 212-963-3888/212-963-0493).

64. Any additional documentation needed can be retrieved online through the Official Document System (https://documents.un.org), as well as through the paper-smart services portal (https://papersmart.unmeetings.org). No login is required to access the portal. Documents are also available through the Department's eSubscription service, at www.undocs.org. Delegates can sign up to receive the latest edition of the *Journal* and documents issued daily at Headquarters for viewing directly on their computer or mobile device.

65. Delegations are invited to submit electronic versions of their statements (preferably in PDF format) by email to papersmart@un.org. Delegations wishing to circulate their statements electronically through the paper-smart services portal should submit them by email to papersmart@un.org not later than two hours in advance of delivery. Alternatively, delegations can bring a hard copy (unstapled), for scanning and uploading, to the documents counter located inside the General Assembly Hall or to any conference officers' desk within meeting rooms. The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statements will remain embargoed until their delivery and then posted. Only statements presented during the course of the meeting will be posted.

66. In order to facilitate the provision of interpretation and verbatim reporting services, 20 copies of a statement to be delivered should be submitted to the receiving area at the documentation desk located at the rear of the General Assembly Hall between 8 and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate, through the screening area, utilizing the west side elevators in the lobby of the General Assembly Building to the second floor, where a representative of the Secretariat will accept the texts at a designated counter. The texts of the statements will be accepted only on the day on which they are to be given.

67. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Speakers are requested to deliver their statement at a speed that is interpretable. While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words (200 to 240 characters in Chinese) per minute in order to ensure that the statement is delivered at a normal pace.

68. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official language into an official language, or a written text of the statement in one of the official languages, to be read out by a United Nations interpreter. On the basis of the interpretation or the written text that is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter.

69. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone: 212 963 7351; email: emeetsm@un.org). The interpreter or the guide

provided by the delegation should be brought by the delegation to the conference officers' desk in front of the General Assembly Hall 30 minutes prior to the delivery of the statement.

VI. Protocol registration and access arrangements for Member States, observers, intergovernmental organizations, specialized agencies and related organizations

Registration

70. Registration of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions and offices are required to submit their registration requests by using the existing online eAccreditation system, available through the eDelegate portal at https://delegate.un.int. Delegations wishing to obtain information on the system may refer to the updated "Guidelines on eAccreditation" and "Frequently asked questions" sections posted on the Protocol and Liaison Service website (http://protocol.un.org). It should be noted that all registration requests, including requests for VIP passes, must be submitted through the eAccreditation system. The deadline for submission of accreditation requests is Friday, 14 September 2018.

71. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, cabinet ministers and their spouses will be provided VIP passes with photographs.

72. The working hours of the registration unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and the general debate will be posted on the Protocol and Liaison Service website and at the entry to the Protocol Office not later than 7 September 2018.

Access to meeting rooms and restricted areas

73. During the high-level meetings and the general debate of the seventy-third session of the General Assembly, from 24 September to 1 October 2018, access to the General Assembly Hall and restricted areas will require a regular delegate's pass and a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. For that purpose, the Protocol and Liaison Service will proceed as follows:

Access to the General Assembly Hall for the high-level meeting to be known as the Nelson Mandela Peace Summit, on 24 September, and to the general debate, from 25 September to 1 October 2018, as well as to the second floor of the General Assembly and Conference Buildings

(a) Every permanent mission will be issued six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly and Conference Buildings.

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the second floor of the General Assembly and Conference Buildings.

(c) The access cards for the General Assembly Hall and the second floor of the General Assembly and Conference Buildings will be valid for the entire period of the high-level meeting and the general debate, from 24 September to 1 October 2018.

Access to other conference rooms

(d) If required, access cards will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in other high-level meetings and associated panels discussions for access to various conference rooms during the high-level week from 24 September to 1 October 2018.

74. Colour-coded access cards for the high-level meetings and the general debate will be distributed by the Protocol and Liaison Service on Thursday, 20 September 2018, from 10 a.m. to 5 p.m. in Conference Room B. Thereafter, access cards may be collected from the office of the Protocol and Liaison Service in room S-0200 during working hours.

75. During the general debate, seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance. Priority will be first given to spouses of Heads of State. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations on the fourth floor balcony, and in VIP section A (up to 15 seats) of the General Assembly Hall during the address of the head of delegation at the plenary meeting of the general debate. Access to those areas will require a special courtesy ticket distributed by the Protocol and Liaison Service.

76. To reserve seats in the VIP area for spouses and in those sections reserved for guests of delegations in the General Assembly Hall, permanent missions are required to submit a request by completing an SG.40 form (available at www.un.int/protocol under "Registration Processes" then "Forms") specifying the names and titles of all attendees (up to 15) (including, where relevant, the spouse of the dignitary speaking) to the Chief of Protocol in room S-0200 (fax: 212 963 1921 or email: unprotocol@un.org) at least one week in advance of the address. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission with a valid United Nations grounds pass and enter the United Nations through the 46th Street entrance.

77. All documents, forms and information material on the seventy-third session of the General Assembly issued by the Protocol and Liaison Service may be accessed at its website (http://protocol.un.org).

VII. Welcoming reception

78. A welcoming reception will be held in honour of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-third session of the General Assembly, from 8 to 8.50 a.m. on Tuesday, 25 September 2018, in the Indonesian Lounge on the second floor of the General Assembly Building.

VIII. State luncheon

79. The Secretary-General will host a luncheon (without spouses) in honour of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-third session of the General Assembly. Heads of

delegation at a level other than Head of State or Government will also be invited. The luncheon will be held at 1.15 p.m. on Tuesday, 25 September 2018, in the North Delegates Lounge of the Conference Building.

IX. Joint briefing

80. There will be a joint briefing by the Department for General Assembly and Conference Management, the Department of Safety and Security and the Department of Public Information for delegations on Wednesday, 12 September 2018, at 3 p.m. in Conference Room 2. Permanent missions and observer missions are strongly encouraged to be present at the briefing.

X. Security arrangements

General considerations

81. The Headquarters complex will be closed to the public from 5.30 p.m. on Friday, 21 September 2018, until the close of business on Wednesday, 3 October 2018. During that time, guided tours will be suspended.

82. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who have been issued a United Nations grounds pass.

83. Members of civil society and non-governmental organizations who are invited to attend the high-level meetings or other events will be required to be in possession of government-issued identification and a special event ticket (indicating a specific meeting, date and time) at all times. The issuance of special event tickets is the responsibility of the United Nations sponsoring office and/or permanent mission. Non-United Nations guests will require a sponsoring office or delegation staff member escort from the access point on Second Avenue and 46th Street to the meeting or event location.

84. For all government delegations (Member States or observers), grounds passes will be issued at the office of the Pass and Identification Unit, located at 320 East 45th Street. For grounds passes for national security officers accompanying Heads of State or Government, contact Captain Paul Jankowsky, Special Services Unit (telephone: 212 963 7531). See the annex for a sample of the grounds pass request form for security staff.

85. It should be noted that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not in possession of a valid grounds pass or special event ticket. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

86. Questions or concerns should be directed to Michael Browne, Chief of Security, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit (Captain Malinda McCormack, telephone: 212 963 7028), or through Inspector Matthew Sullivan (3-4601) or Inspector Paula Goncalves (3-3694)

Access to the United Nations Headquarters complex

87. The opening hours of the pedestrian entrances are as follows:

42nd Street and First Avenue:	Open 24 hours
46th Street and First Avenue:	7 a.m. to close of business
47th Street and First Avenue:	6 a.m. to close of business (media exclusive entrance)

88. Please be aware that all packages brought onto the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

89. Prior arrangements are required to be made through notification to the Security Operations Centre at extension 3-6666 for after-hours access to the premises by the press and affiliates.

No pedestrian access through the delegates' entrance

90. During the seventy-third session, the delegates' pedestrian entrance gate, located at 45th Street and First Avenue, will be closed owing to motorcade activity. Therefore, the gate positioned to the south of the 46th Street and First Avenue entrance will be reserved for the use of high-level VIPs, delegations issued Protocol grounds passes, permanent representatives to the United Nations, heads of delegation and senior United Nations staff who are in possession of gold-coloured grounds passes, in order to access the delegates' entrance.

Pass and identification office: issuance of grounds passes

91. In preparation for the seventy-third session of the General Assembly, the Pass and Identification Unit, located on the ground floor of the FF Building at 320 East 45th Street, will be open to staff members and members of delegations.

92. Annual and temporary non-governmental organization passes will not be issued from 10 September 2018 until the end of the general debate. Any non-governmental organization invited to attend meetings or events during the high-level period will be issued special event tickets by the sponsoring United Nations office or Member State.

93. The days and hours of operation of the office will be as follows:

Saturday and Sunday, 15 and 16 September	9 a.m. to 5 p.m.
Monday to Thursday, 17 to 20 September	8.30 a.m. to 4 p.m.
Friday, 21 September	8.30 a.m. to 6 p.m.
Saturday and Sunday, 22 and 23 September	10 a.m. to 6 p.m.
Monday to Friday, 24 to 28 September	8 a.m. to 6 p.m.
Saturday and Sunday, 29 and 30 September	Closed
Monday, 1 October	8.30 a.m. to 4 p.m.

Access to restricted areas

94. In accordance with the established procedures, it should be noted that the second floor of the General Assembly Building is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations grounds passes will be required. Owing to the space constraints on the second floor of the

General Assembly Building, members of delegations are requested not to congregate within that area and instead to utilize the second floor of the Conference Building.

95. Members of non-governmental organizations are not allowed access to the restricted areas; their access to meetings at Headquarters will be honoured upon verification of a valid special event ticket issued for the current day's meeting(s).

Escorted motorcade drop-off

96. Escorted motorcades will be authorized to enter United Nations premises at the 43rd Street and First Avenue vehicular entrance and drop off their passengers at the delegates' arrival tent. Thereafter, they will be required to exit the premises through the 45th Street and First Avenue gate. All escorted motorcade movements on the premises will be established by the Security and Safety Service and coordinated in conjunction with the host country.

Unescorted motorcade drop-off

97. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. A valid grounds pass and an authorized United Nations e-Tag (issued by the Garage Administration and labelled "UNGA73") will be required for presentation at the 46th Street and Second Avenue vehicle checkpoint prior to access being granted.

Traffic in the Secretariat Circle and through the 43rd Street gate

98. The very limited operating space in the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to those areas, in order to ensure safety and to avoid undue obstructions and delays of delegation vehicles and the motorcades of high-level government officials.

99. Vehicular access to the premises through the gate at First Avenue and 43rd Street is therefore restricted to host country law enforcement-escorted motorcades.

100. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Wednesday, 3 October 2018.

Parking

101. For the duration of the high-level meetings and general debate, vehicles will be permitted access to enter the garage through the 48th Street entrance and depart through the 42nd Street exit, which will be operational on a 24-hour basis. Please note that this is a change from the normal procedures for garage entry into Headquarters. Traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in that area will be subject to towing.

102. All vehicles entering the Headquarters premises will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

103. Bicycles and other non-motorized means of transport into Headquarters premises will not be permitted.

XI. Arrangements for meetings

Facilities

104. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the General Assembly Building.

Reservation system

105. An electronic reservation system will be activated through eMeets (http://icms.un.org) on 11 September 2018, in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through eMeets by accessing http://icms.un.org, logging in with the username and password of their permanent mission and clicking on the "Bilateral" tab. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request. Reservations will be accepted for periods of 20 minutes in duration, on the hour and half hour. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

106. Information about booth assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same booth. Late requests will be accepted until 6 p.m. on the day prior to the meeting, and every effort will be made to assign a booth on the basis of the availability of space at that time. Delegations requiring further information regarding bilateral meeting requests should send their questions or enquiries to bilats-msu@un.org.

XII. 2018 treaty event

107. It is recalled that the Secretary-General, in a letter dated 31 May 2018 addressed to Heads of State or Government, invited States to consider signing and ratifying or acceding to multilateral treaties deposited with him during the general debate of the seventy-third session of the General Assembly.

108. The treaty event will be held from 25 to 28 September 2018 in the treaty signing area on the ground floor of the General Assembly Building. Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section of the Office of Legal Affairs (telephone: 212 963 5047). States intending to ratify and/or accede to a convention or treaty must submit copies of their instruments to the Treaty Section for review, preferably by 4 September 2018. It should be noted that Heads of State or Government and Ministers for Foreign Affairs do not require full powers to sign. Copies of instruments and full powers may be sent to the Treaty Section (fax: 212 963 3693).

109. Information relating to the treaty event, including the letter of invitation from the Secretary-General to Heads of State and Government, a list of multilateral treaties to be highlighted at the treaty event, a list of all multilateral treaties deposited with the Secretary-General and procedural information provided by the Under-Secretary-General for Legal Affairs and Legal Counsel to permanent representatives in New York can be obtained from the United Nations Treaty Collection website (https://treaties.un.org).

110. In addition to the Head of State or Government or Minister for Foreign Affairs, two individuals per delegation will be permitted to attend the event. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue 5 to 10 minutes prior to the scheduled appointment. A protocol officer will greet and escort dignitaries (Head of

State or Government, Vice-President, Crown Prince or Princess) from the escalators in the main hall.

111. It should also be noted that, in order to gain access to the premises during the 2018 treaty event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit.

112. Each delegation should designate an individual as a contact person for the purposes of the treaty event.

XIII. Media access arrangements and services

113. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

114. Accreditation of media representatives accompanying the delegation, including official photographers and videographers, will be carried out by the Media Accreditation and Liaison Unit. Missions/offices are required to submit their media accreditation requests by using the eAccreditation system, available through the eDelegate portal at https://delegate.un.int. Requests should be submitted no later than 5 September to ensure timely processing. Government press/information officers should not be accredited as members of the media, unless their role is to take photos or videos. For more information, contact the Media Accreditation and Liaison Unit (email: malu@un.org; telephone: 212 963 6934).

115. Media representatives who wish to apply for accreditation independently must fill out the online form and upload a request on the letterhead of the media organization. Additional information regarding media accreditation and arrangements can be found at http://www.un.org/en/media/accreditation/unga.shtml.

Location and hours of operation for media accreditation

116. Media representatives can pick up their accreditation badges from 18 to 21 September at the Pass and Identification Unit, 320 East 45th Street, and starting on 23 September at the Visitors Centre, UNITAR Building, 801 First Avenue (corner of 45th Street and First Avenue).

117. The hours for media accreditation will be as follows:

Pass and Identification Unit, 320 East 45th Street	Tuesday to Friday, 18 to 21 September	9 a.m. to 4 p.m.
UNITAR Building, 801 First Avenue	Sunday, 23 September	10 a.m. to 6 p.m.
UNITAR Building, 801 First Avenue	Monday, 24 September	7 a.m. to 7 p.m.
UNITAR Building, 801 First Avenue	Tuesday, 25 September	7 a.m. to 6 p.m.
UNITAR Building, 801 First Avenue	Wednesday and Thursday, 26 and 27 September	8 a.m. to 6 p.m.
UNITAR Building, 801 First Avenue	Friday, 28 September	8 a.m. to 5 p.m.

118. All media representatives must clearly display their United Nations grounds passes at all times.

Entry and screening procedures

119. The designated media entrance, for both resident correspondents with equipment and non-resident correspondents with or without equipment, is located at 47th Street and First Avenue, where they and their equipment will be subject to security screening. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate.

120. Media representatives who wish to go to the third floor media liaison desk in the General Assembly Building will be required to use the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor.

121. Media liaison desks will also be set up on the first and third floors of the Conference Building for escort to conference room media booths.

122. Members of the media must be escorted by the Media Accreditation and Liaison Unit at all times in the restricted areas.

123. Members of the media are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays, in particular when First Avenue is closed for motorcades.

Media Centre and other facilities

124. The Secretariat will announce the location of the temporary Media Centre at a later date. Media representatives are requested to bring their own headphones to listen to the proceedings and cables to connect to the live video feed for recording.

125. Members of the media can request documents, statements and press releases from the Media Documents Centre, located in room S-0219, or by emailing mdc@un.org.

126. A list of open meetings, press briefings and conferences, and other outreach activities at Headquarters will be posted daily at www.un.org/en/media/accreditation/alert.

Media tickets to meetings and events

127. A limited number of tickets will be available for the press gallery of the General Assembly Hall and other meetings. Media liaison desk staff will distribute tickets on a first-come, first-served basis 30 minutes before the meetings. Delegations that are organizing meetings should notify the Media Accreditation and Liaison Unit regarding whether media can attend and allocate press tickets accordingly.

Pool coverage

128. In some events, owing to logistics and space considerations, select media would have to provide pooled media coverage.

129. Official photographers and television crews will have an opportunity to cover the statement of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches.

130. A limited number of still photographers, escorted by Media Accreditation and Liaison Unit staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated by the Unit officers accompanying the media.

Coverage of bilateral meetings

131. Photo opportunities may be available for bilateral meetings. Media representatives interested in covering the meetings will need to contact the relevant delegations to obtain permission to attend. Delegates will be provided secondary passes to escort their media to the designated bilateral spaces only.

United Nations audiovisual materials

132. Photographs in digital format (JPG) will be available for download free of charge on the United Nations photo website (www.un.org/av/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library, Secretariat Building 11th Floor (telephone: 212 963 0034; email: photolibrary@un.org).

133. Digital files of speeches delivered during the general debate and Security Council meetings can be downloaded from the United Nations Audiovisual Library website (www.unmultimedia.org/avlibrary/) in MPEG-4 (H.264) format free of charge. Delegations may request high-resolution broadcast-quality video files, such as MOV files, through the Audiovisual Library (telephone: 212 963 0656; email: avlibrary@un.org). Delegations may also request digital copies of other meetings through the Audiovisual Library, subject to availability. Digital files that have been ordered in advance will generally be available on the same day. Requests received after events will be made available as soon as possible. All requests will be serviced in the order in which they are received.

134. Audio files of speeches in digital format (MP3) will also be available for download free of charge from the United Nations Audiovisual Library website. Audio enquiries and requests should also be addressed to the United Nations Audiovisual Library.

135. Live television feeds will be available through commercial carriers (see www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf). For more information, contact United Nations Television (telephone: 212 963 7650, 212 963 7667 or 212 963 9399; email: untv@un.org).

136. Only pool television production services will be available from United Nations Television. Broadcasters interested in gaining access to United Nations Television live coverage of the high-level meetings and the general debate should call 212 963 7650. United Nations Television studios will not be available during the general debate. A detailed schedule of live and photo-op camera coverage will be emailed to broadcast clients in advance of the high-level meetings.

137. Statements in the original language of delivery will be available on the paper-smart services portal (http://papersmart.unmeetings.org). Special requests for a recording of the interpretation in one of the six official languages should be made in advance; the availability of such recordings is subject to the limitations of recording facilities.

138. The United Nations webcast service will provide daily live and on-demand streaming coverage of the high-level meetings and the general debate through the following platforms:

- UN Web TV website (webtv.un.org) — in all six official languages, plus the original language of the speaker
- UN Channel on YouTube (youtube.com/unitednations) — in English
- Facebook (facebook.com/UNWebTV) — in English
- Twitter (twitter.com/UNWebTV) — in English

Video recordings of each speaker at the general debate will be posted in all languages on the UN Web TV website for on-demand access. Additional webcast coverage will include press conferences, media stake-outs and other meetings and events. Queries about webcast coverage should be directed to the United Nations webcast service (telephone: 212 963 6733; email: damianou@un.org or justin@un.org).

139. Very limited radio studio facilities will be provided to delegates and accredited journalists, when available, during the general debate. There will be charges to cover any additional contractor costs for after-hours use. For radio studio availability and cost estimates for after-hours use, contact the Broadcast and Conference Support Section (email: request-for-services@un.org; telephone: 212 963 9485) and copy Ben Dotsei Malor, Chief of News 2 (malor@un.org) and Paulina Kubiak (kubiak@un.org).

Internet and social media

140. The United Nations website (www.un.org) will provide, through a dedicated portal web page (http://gadebate.un.org), live and on-demand video coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes and statements. To ensure the timely posting of the statements on the United Nations website, the texts should be sent to papersmart@un.org. The dedicated website for all General Assembly high-level meetings is www.un.org/en/ga/meetings/index.shtml. Any queries about website coverage should be directed to Peter Dawkins, Chief of United Nations Web Services (telephone: 212 963 6974; email: dawkins@un.org).

141. The United Nations Meetings Coverage Section, through its portal websites (English: www.un.org/press/en; and French: www.un.org/press/fr), will provide full coverage of the General Assembly plenary and high-level meetings, as well as of round tables and press conferences, in both English and French. Copies of press releases will also be available at the Media Documents Centre and in relevant conference rooms.

142. The United Nations News Centre (www.un.org/news) serves as the main portal for United Nations news and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. Readers will also be able to follow stories on Facebook and Twitter and subscribe to a free email news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

143. Two smartphone applications are available to enable delegations and the media to follow the proceedings on their mobile phones. United Nations Audio Channels (for iOS and Android devices in the six official languages, as well as Portuguese and Kiswahili) provides live audio from the General Assembly Hall and the Security Council Chamber, in addition to United Nations Radio programmes in those eight languages. United Nations News Reader (for Android devices in the six official languages and for iOS devices in English only) provides constantly updated stories from the United Nations News Centre.

144. Regular social media updates will be posted to accounts managed by the Department of Public Information, which are listed at www.un.org/social. Member States are encouraged to post social media updates using the hashtags #UNGA. Questions about social media coverage may be directed to the Social Media Section (telephone: 917 367 7083; email: grovesn@un.org).

Briefings and press conferences

145. Daily briefings for the media will be given by the Spokesperson for the Secretary-General at noon in room S-0237. Press conferences by senior United Nations officials, delegations and the permanent missions will be held in the same room, unless otherwise indicated. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General and will be posted at www.un.org/sg/spokesperson/confschedule.asp. It will also be available on the website of the Media Accreditation and Liaison Unit (www.un.org/en/media/accreditation/alert) and on Twitter (@UNMediaLiaison).

146. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone: 212 963 7707, 212 963 7160 or 212 963 7161).

147. Briefings and press conferences are open only to members of the media.

XIV. Medical services

148. The United Nations Medical Service will operate a walk-in clinic from 8.30 a.m. to 5 p.m. on weekdays for the duration of the General Assembly. The clinic is located on the fifth floor of the Secretariat Building (telephone: 212 963 7080). Weekend or evening medical support in the clinic will depend on demand and the meeting schedule.

149. During the high-level meetings, an immediate medical response capability will operate from within the General Assembly Building or from the Conference Building and will include support by on-site New York City ambulances and staff. For all other periods, immediate response will be provided from the main Medical Services Division clinic in the Secretariat Building.

150. Physicians travelling with Heads of State or Government should contact the Senior Medical Officer, Secretariat Operations, Dr. Mike Rowell (telephone: 917 367 8506; email: rowell@un.org if they have special requirements or if they wish to view the medical facilities and support capacity available.

XV. Host country liaison

151. All enquiries concerning host country matters should be directed to James Donovan at the United States Mission to the United Nations during regular business hours (telephone: 212 415 4300; after hours, 212 415 4444, 646-510-0008).

XVI. Additional information and briefing sessions

152. Additional information will be issued if the need arises to update and expand the information contained in the present note. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

153. In the lead-up to the high-level meetings, the following information documents will be issued:

- Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements
- Press kit for the seventy-third session of the General Assembly

- Delegates' handbook
- Information circular for the media

XVII. Sustainability

154. The United Nations is taking a number of measures to minimize its environmental impact and maximize social, economic and environmental sustainability. All participants are encouraged to contribute to sustainability efforts.

155. Waste management is a particular concern and the United Nations is determined to reduce and dispose of its waste sustainably. Participants are urged to comply with relevant procedures and waste separation signage. More information is available on greeningtheblue.org/unhq, and questions can be directed to Greeningunhq@un.org. Participants are also encouraged to bring reusable bottles/mugs and avoid disposable cups and plastic water bottles. Customers at the United Nations dining facilities receive a loyalty card for a free coffee after the 10th cup when they bring their own containers as part of the "Bring your own mug" programme. The locations of water fountains are marked on the building directories available throughout the campus.

156. Participants are encouraged to minimize paper consumption. A limited number of hard copies of documents will be available at the documents distribution counters located inside the General Assembly Hall. Participants are urged to use portable devices as the main way to access documentation, including the daily *Journal of the United Nations*, to limit demand for printed materials and reduce paper consumption. Participants are also encouraged to distribute non-official documentation electronically.

157. In accordance with paragraphs 54 and 55 above, a number of online services are made available for the benefit of delegations. Participants should consider electronic access through the platforms mentioned in paragraph 54 before printing documents.

158. Transportation generally has the highest carbon footprint for conferences. Participants are urged to identify and minimize greenhouse gas emissions relating to their travel and participation in meeting activities. A helpful resource is the Carbon Emission Calculator of the International Civil Aviation Organization (https://www.icao.int/ENVIRONMENTAL-PROTECTION/CarbonOffset/Pages/default.aspx). In New York City, public transportation is one of the best ways to get around. If long-distance travel is unavoidable, participants could consider offsetting greenhouse gas emissions through reduction measures elsewhere. The secretariat of the United Nations Framework Convention on Climate Change has made available a platform for certified reduction measures (https://offset.climateneutralnow.org).

159. Participants are also encouraged to consider their carbon footprint also when selecting accommodation. In particular, implementation of energy efficiency measures, compliance with green building standards and usage of renewable energy sources by the accommodation selected could help to reduce the carbon footprint.

XVIII. Accessibility: arrangements for persons with disabilities

160. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, certain adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in keeping with the rules of procedure, precedents and practices of the General Assembly. For individual requests, please contact the advance team of the Meetings Servicing Unit of the Department for

General Assembly and Conference Management (email: prepwork@un.org; telephone: 212 963 7349).

161. The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (level 1B, by the Secretariat Building escalators). For more information, please visit www.un.org/accessibilitycentre/.

162. A limited amount of printing on demand in Braille is available through the Accessibility Centre with prior notice.

XIX. Focal points for arrangements related to the high-level meetings

General Assembly Affairs	Ruth de Miranda Telephone: 212 963 0725
	Kenji Nakano Telephone: 212 963 2336
Protocol	Peter Van Laere Telephone: 212 963 7171 Fax: 212 963 1921
Conference Services	Xin Tong-Maywald Telephone: 212 963 0883
	Rukshan Perera Telephone: 212 963 7351 Email: emeetsm@un.org
Interpretation services	Hossam Fahr Telephone: 212 963 8235
Office for Disarmament Affairs (ODA)	Chris King Telephone: 212 963 5537 Email: king6@un.org
Bilateral meetings coordination	Reservations: http://icms.un.org Email: bilats-msu@un.org Telephone: 212 963 9252
Statement submission	Email: papersmart@un.org Telephone: 212 963 7349
	Paper-smart services portal: papersmart.unmeetings.org
Logistics coordination for meetings	Cristina Schulz-Langendorf Telephone: 212 963 7348
	Wannes Lint Telephone: 917 367 3788
Delegation accreditation and access	Wai Tak Chua Telephone: 212 963 7181 Fax: 212 963 1921

	For eAccreditation technical issues:
	ICTS Help Desk Telephone: 212 963 5033 Email: help-desk@un.org
Security	Michael Browne, Chief of Security Telephone: 917 367 9211 Email: browne2@un.org
	Captain Malinda McCormack (Security Event Planning Unit) Telephone: 212 963 7028 Fax: 917 367 7032 Email: mccormackm@un.org
	Captain Paula Goncalves (Special Service Unit) Telephone: 212 963 7531 Fax: 212 963 1833 Email: security-unhq-specialservices@un.org
Media	George Ngwa (Meetings Coverage) Telephone: 212 963 5850
	Tal Mekel (Accreditation) Telephone: 212 963 1504 Fax: 212 963 4642
	David Woodie (Broadcast and United Nations Television) Telephone: 212 963 9399
	Peter Dawkins (United Nations Website) Telephone: 212 963 6974 Email: dawkins@un.org
	Jamille McCord (Press Conferences) Telephone: 212 963 7707 Email: mccord@un.org
Facilities Management Service	Andrew Nye Telephone: 212 963 7453
Broadcast and Conference Support Section	Patrick Morrison Telephone: 212 963 0407
Medical	Senior Medical Officer, Secretariat Operations, Michael Rowell Telephone: 212 963 6764 Email: rowell@un.org
	Head Nurse, Michael Jenkins Telephone: 917 367 3841 Fax: 917 367 0656 Email: jenkins@un.org

Annex

Request for grounds pass

UNITED NATIONS **NATIONS UNIES**

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for grounds pass — security staff

Issuance _____ Renewal _____ Duplicate _____

Name: _____

Country/agency: _____

Protectee: _____

_____ _____ _____

Official seal | Date | Authorized signature

_____

Print name

(To be completed by the Special Services Unit)

Code/weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (must be presented at the pass and identification office) _____